

REPORTS INVENTORY						CONTROL NO.	
PREPARED IN DUPLICATE						DDS&T/OSI	
1. TITLE OF REPORT (If a fill-in report include Form No.) Office of Scientific Intelligence Work Program						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-MADE LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE		ADMIN. GENERAL OTHER (specify) Office Program	
4. NO. OF COPIES PREPARED 15 (whole program) 38 (partial) 30 (partial)		5. FREQUENCY (weekly, monthly, quarterly, etc.) monthly monthly weekly		6. DISTRIBUTION (No. of components, not number of copies) 11 (internal) 3			
7. FORMAT (memorandum, form, computer print-out, etc.) Computer print-out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO. 35471		9. DIRECTIVE AUTHORITY REQUIRING REPORT Director, Office of SI			
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS for OSI		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) OSI's four divisions and production staff provide all information used in the report and transfer this information to key-punch cards for OCS use.					
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED
16	12.76		5	=	63.80		12
13	8.06		40	=	322.40		12
13	8.06		1	=	8.06		52
14	9.44		5	=	47.20		52
9	4.75		20	=	95.00		52
							COST PER YEAR
							765
							3870
							420
							2450
							4940
B. COSTS OF COMPUTER PRODUCED REPORTS							
6	3.51		5 hrs.		17.55		52
IBM360/65	230.00		10 min.		38.33		180 requests/yr.
360/20	35.00		10 min.		5.83		180 requests/yr.
Xeroxing							2365 pages/yr.
OCS Key-	2.81		1.5 hrs/mo				12 times yearly
punch GS-4							
TOTAL COSTS PER YEAR						\$21,897.58	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. The chief mission of the Office of Scientific Intelligence is the production of intelligence on foreign S&T. A record of past, current, and projected work projects must be maintained for planning and control purposes. Maintenance of related records has been a requirement since OSI was established. As of May 1970 the previously manual system was automated.							
14. FUTURE GOALS							
15. ACTION PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS DOLLARS	
16. DATE OF INVENTORY 9 October 1970						17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Chief, IPS/OSI	

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